



Birthday Party Volunteer Description Form

SECTION I – GENERAL DESCRIPTION

Department:
Volunteer

Working Title:
Birthday Party Volunteer

Supervisor's Name and Title:
Elise Thompson, Volunteer Coordinator

Summary of the Position:

A Birthday Party Volunteer works within the Department of Operations to assist Pretend City Children's Museum staff members with birthday party events. Birthday Party Volunteers are responsible for setting up and breaking down the event, assisting staff with prep work for a birthday party (creating art supplies, etc.) and helping supervise the children attending the party.

Reports to Whom:

- Volunteer Coordinator Monday-Friday
- Birthday Party Supervisor Saturday and Sunday

Duties and Responsibilities:

- Setting up and breaking down birthday party event
- Arts and Crafts as needed for prep work for the events
- Must be able to give out information on the museum
- Assisting with handing out wrist bands to birthday party guests
- Assist with creating "goodie bags"

Skills and Qualifications:

- Must be organized
- Strong written and communication skills are a plus
- Exudes an outgoing, creative and pleasant attitude
- Reliable "team player"
- Ability to perform multiple tasks
- Ability and willingness to learn on the job
- Some experiences with visual and /or theater arts is preferred
- Must be able to complete a volunteer application, background check (if over the age of 18 years old), and attend a volunteer training

Time Commitment:

Birthday Parties will take place:

- Mondays: 10:00 am
- Tuesdays-Sundays: between 9:30 am- 11:30 am, 11:30am-1:30pm, and 1:30pm-3:30pm

Training:

- Pretend City Volunteer Training
- Safety Training

Benefits:

- Get out of the house
- Spend time in a professional and creative environment
- Use your professional skills to aid children within your community
- Be an active contributor the first children's museum in Orange County

Supervisor/Other Work Relationships:*Direct Supervisor:*

- Elise Thompson, Volunteer Coordinator
- Phi Nguyen, Human Resources Director

Staff Supervision:

- Katherine Enriquez, Party Supervisor

Other Contacts:

- Within the organization:
 - Duke Ha, Alicia DePue, Michelle Ornelas, Michelle Silber, Brain Builder